September 2006

This distribution contains change pages for patch MD*1.0*4 of the Clinical Procedures 1.0 User Manual.

The following documentation change pages should be inserted before these replacement pages:

File Name:	Patch:
MD_1_P2_UM.PDF	MD*1.0*2
MD_1_P10_UM.PDF	MD*1.0*10

Patch MD*1.0*4 pages:

Replace Pages:	With Pages:
Revision History	Revision History
3-7 to 3-16	3-7 to 3-16

Revision History

Description	Date	Technical Writer
Originally released.	April 2004	
[1]Patch MD*1.0*2 released.	July 2004	
[2]Patch MD*1.0*10 released.	March 2005	
[3]Patch MD*1.0*4 released.	September 2006	Alfred Bustamante

[1] Patch MD*1.0*2 July 2004 Patch 2 release added.
[2] Patch MD*1.0*10 March 2005 Patch 10 release added.
[3] Patch MD*1.0*4 September 2006 Patch 4 release added.

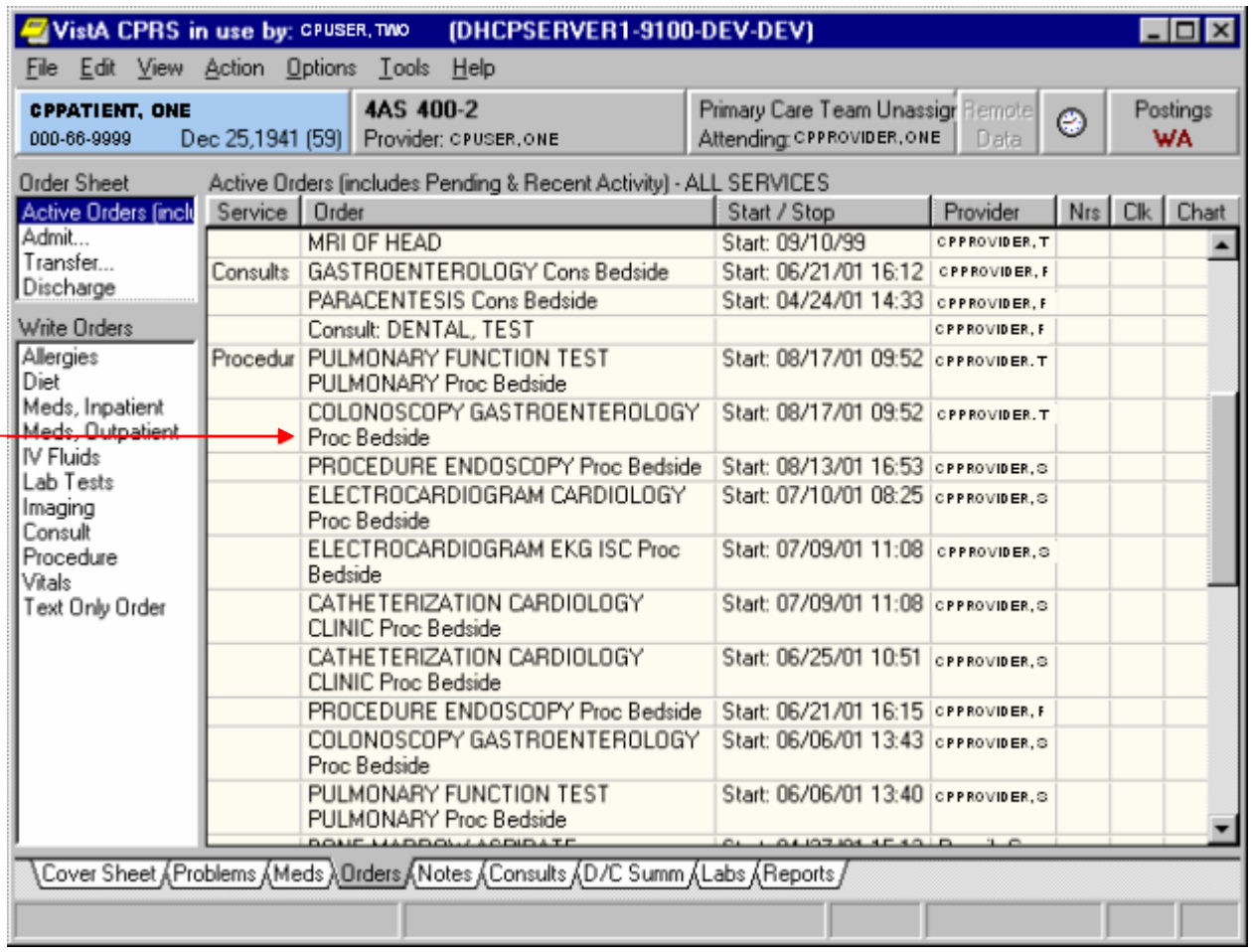

VistA CPRS in use by: CPUSER,TWO (DHCPSERVER1-9100-DEV-DEV)
File Edit View Action Options Tools Help
CPPATIENT, ONE
000-66-9999 Dec 25,1941 (59)
4AS 400-2
Provider: CPUSER,ONE
Primary Care Team Unassigr
Attending: CPPROVIDER,ONE
Remote Data
Postings
WA
Order Sheet
Active Orders (incl
Admit...
Transfer...
Discharge
Write Orders
Allergies
Diet
Meds, Inpatient
Meds, Outpatient
IV Fluids
Lab Tests
Imaging
Consult
Procedure
Vitals
Text Only Order
Active Orders (includes Pending & Recent Activity) - ALL SERVICES
Service
Order
Start / Stop
Provider
Nrs
Clk
Chart
MRI OF HEAD
Start: 09/10/99
CPPROVIDER,T
Consults
GASTROENTEROLOGY Cons Bedside
Start: 06/21/01 16:12
CPPROVIDER,F
PARACENTESIS Cons Bedside
Start: 04/24/01 14:33
CPPROVIDER,F
Consult: DENTAL, TEST
CPPROVIDER,F
Procedur
PULMONARY FUNCTION TEST PULMONARY Proc Bedside
Start: 08/17/01 09:52
CPPROVIDER,T
COLONOSCOPY GASTROENTEROLOGY Proc Bedside
Start: 08/17/01 09:52
CPPROVIDER,T
PROCEDURE ENDOSCOPY Proc Bedside
Start: 08/13/01 16:53
CPPROVIDER,S
ELECTROCARDIOGRAM CARDIOLOGY Proc Bedside
Start: 07/10/01 08:25
CPPROVIDER,S
ELECTROCARDIOGRAM EKG ISC Proc Bedside
Start: 07/09/01 11:08
CPPROVIDER,S
CATHETERIZATION CARDIOLOGY CLINIC Proc Bedside
Start: 07/09/01 11:08
CPPROVIDER,S
CATHETERIZATION CARDIOLOGY CLINIC Proc Bedside
Start: 06/25/01 10:51
CPPROVIDER,S
PROCEDURE ENDOSCOPY Proc Bedside
Start: 06/21/01 16:15
CPPROVIDER,F
COLONOSCOPY GASTROENTEROLOGY Proc Bedside
Start: 06/06/01 13:43
CPPROVIDER,S
PULMONARY FUNCTION TEST PULMONARY Proc Bedside
Start: 06/06/01 13:40
CPPROVIDER,S
Cover Sheet
Problems
Meds
Orders
Notes
Consults
D/C Summ
Labs
Reports

Fig. 3-7

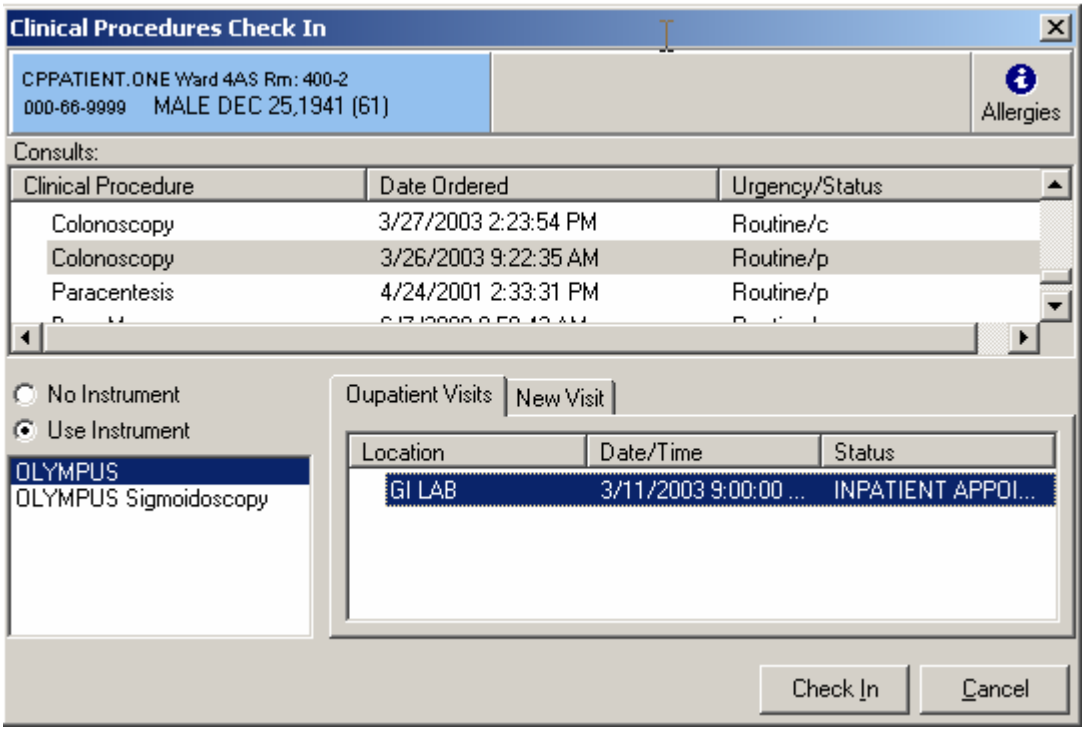
Check in a new study

Checking in a new study is the next step in the Clinical Procedures process. You need to check in a new study in CP User after a procedure has been ordered. (Keep in mind that the CP check-in is not related to the Scheduling check-in process.)

[1]If you want to link multiple results to one procedure, you can check in multiple studies for the same procedure that you ordered through Consults. A warning screen displays telling you that this consult procedure order has already been checked in (Fig. 3-9). After you ensure that you have the correct consult procedure order, you can continue to check in the study. In this way, you do not have to order multiple procedure requests. In this example, the colonoscopy procedure was ordered and a new study for the colonoscopy procedure is being checked in.

1. To check in a new study, first logon to **CP User** and select the patient. Refer to Selecting a Patient, 2-2.

2. Choose **File** > **Check in New Study** to check in the patient.



[2]Fig. 3-8

3. Select a Consult procedure order for the selected patient. See Figure 3-8. The Clinical Procedure column lists the consult procedure orders. Notice that the colonoscopy procedure is selected.

[1] Patch MD*1.0*4 September 2006 Check in multiple consult procedure orders warning screen added.
[2] Patch MD*1.0*4 September 2006 Clinical procedures and outpatient visits listed in reverse chronological order.

N**ote**: You can only select from Clinical Procedure request orders that are in the Pending (p), Scheduled (s), Partial Results (pr), Complete (c), and Active (a) statuses. Discontinue (d) and Cancel statuses are excluded.

[1]If the consult procedure order you selected has already been checked in, a warning screen displays (Fig. 3-9). After you ensure that you have the correct consult procedure order, you can continue to check in the study.

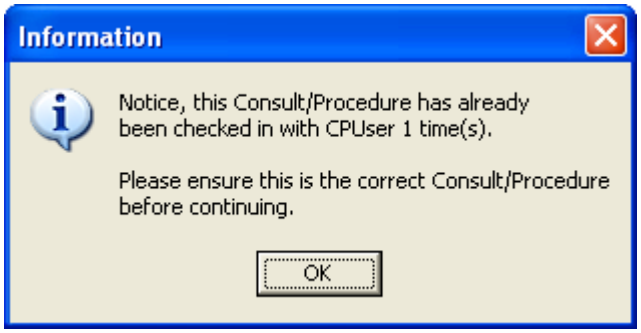


Fig. 3-9

4. Depending on the consult procedure you selected, the appropriate instruments for that procedure are displayed. Click the appropriate instrument if more than one is listed, or click **No Instrument** if no instrument is associated with this procedure. OLYMPUS is the appropriate instrument in this case and is selected.

5. You must associate each CP study with a PCE visit, which is the hospital location where the procedure is performed. Required.

   For the majority of TIU notes created through CP, the visit association is completed in the background. If a visit has already been recorded but the note wasn't linked (standalone visits, such as telephone or walk-in visits), you can select a visit from the Clinical Procedures Check In edit screen (Fig. 3-8).

   To link the CP study to the visit, select information from the Outpatients Visits tab on Figure 3-8. You can also select the New Visit tab and enter NOW for the date and time.

6. Click **Check-In.** The main CP User window, Figure 3-10, is displayed.

[1] Patch MD*1.0*4 September 2006 Check in multiple consult procedure orders warning screen added.

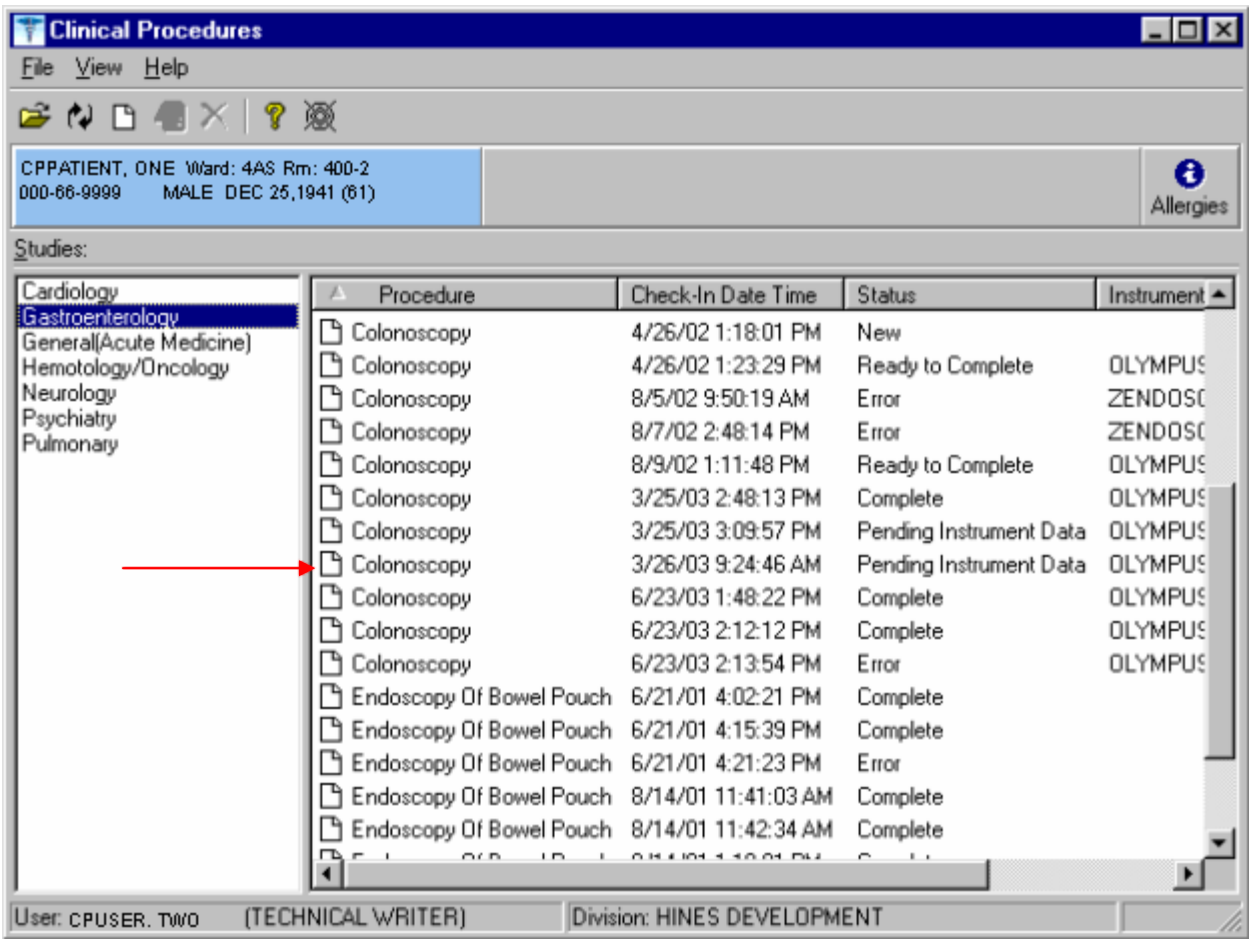


Fig. 3-10

7. If the study is checked-in for an instrument with a uni-directional interface, the status is Ready to Complete. If the study is checked-in for an instrument supported by a bi-directional interface, the status is Pending Instrument Data. (Notice on Figure 3-10, the colonoscopy status for 3/25 and 3/26 is Pending Instrument Data.)

8. At this point, the clinician performs the procedure on the instrument and transmits the results back to VistA.

   If the instrument is bi-directional and the Auto Submit to VistA Imaging checkbox is selected for the procedure in CP Manager, the study status changes from Pending Instrument Data to Complete. This occurs after the result has been transmitted to VistA, matched to the study, and copied over to VistA Imaging successfully. The study is ready for interpretation. At this time, the CP process is complete and attachments cannot be associated with this study. See Clinical Procedures Process, Part 2.

   If the instrument is uni-directional or if the instrument is bi-directional and the Auto Submit to VistA Imaging checkbox is not selected, the study status is Ready to Complete. Go to the next step (9) to manually complete the CP process.

9. Open the study (Figure 3-10) and add the instrument results and/or external attachments. You can only open studies that have an Error, Complete, Ready to Complete, or New status. When a study is in the Ready to Complete or New status, you can open the study and finish entering any data that was missed. An example of missed data is an external attachment that was not associated with the study.

    - Open this study and add results and/or external attachments. Click **Open Study** or select **File** > **Open Study**. Figure 3-11 is displayed.

    - Click +**Results** to select and submit the result to Vista Imaging. Only results for the patient and instrument used for the procedure are displayed. To select multiple results, hold down the CTRL key. To select a range of results, highlight the initial result, hold down the Shift key, and then click the last result, Figure 3-12.

    - You can also click +**Files** (Figure 3-11) to add additional attachments from the External Attachment Directory. If the External Attachment Directory has not been defined for this procedure, the last directory that was accessed may be displayed. You can browse for other attachments to link to the study.

    Note: If the system parameter **Allow Non-Instrument Attachments** was not selected in CP Manager, **+Files** does not appear on the Clinical Procedures Study screen, you are not permitted to associate additional attachments with the procedure.

10. Submit the study. The images are copied to the RAID and the TIU document is created and associated with the procedure order.

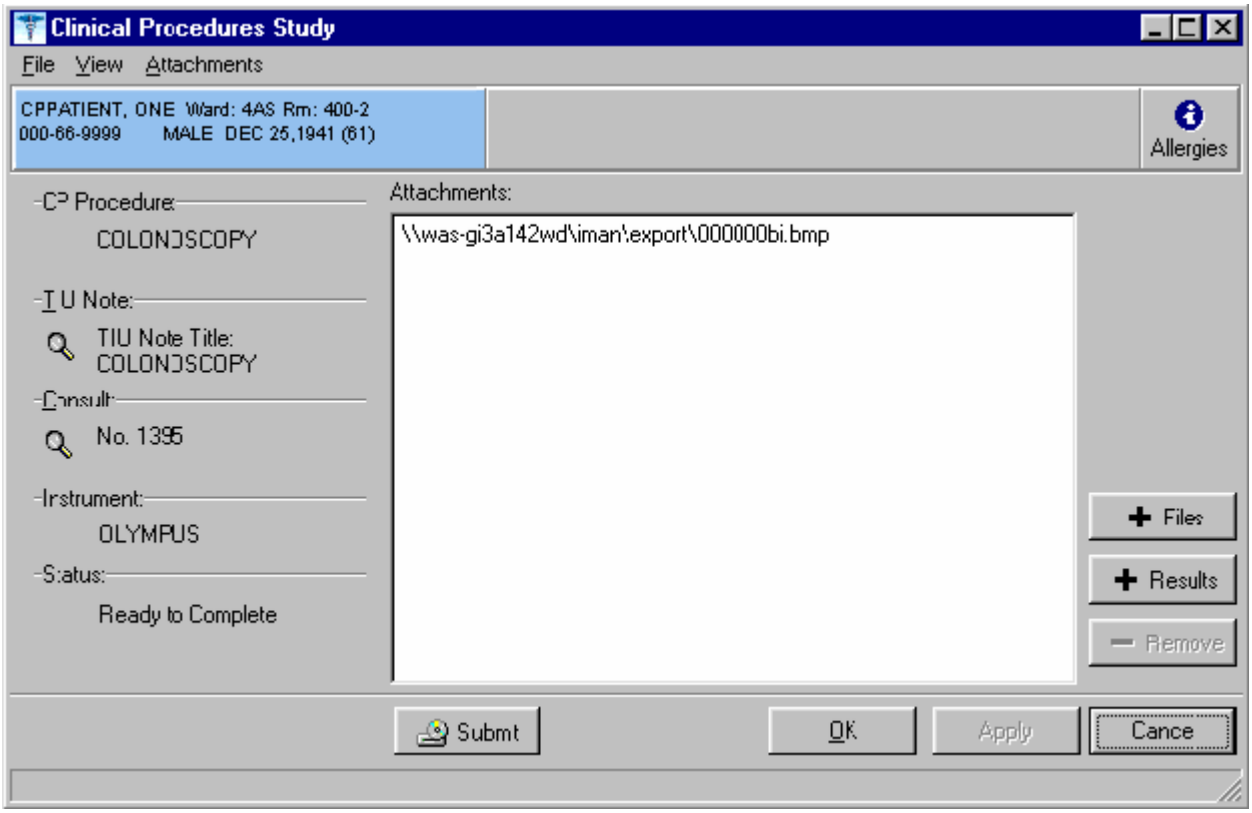


Fig. 3-11

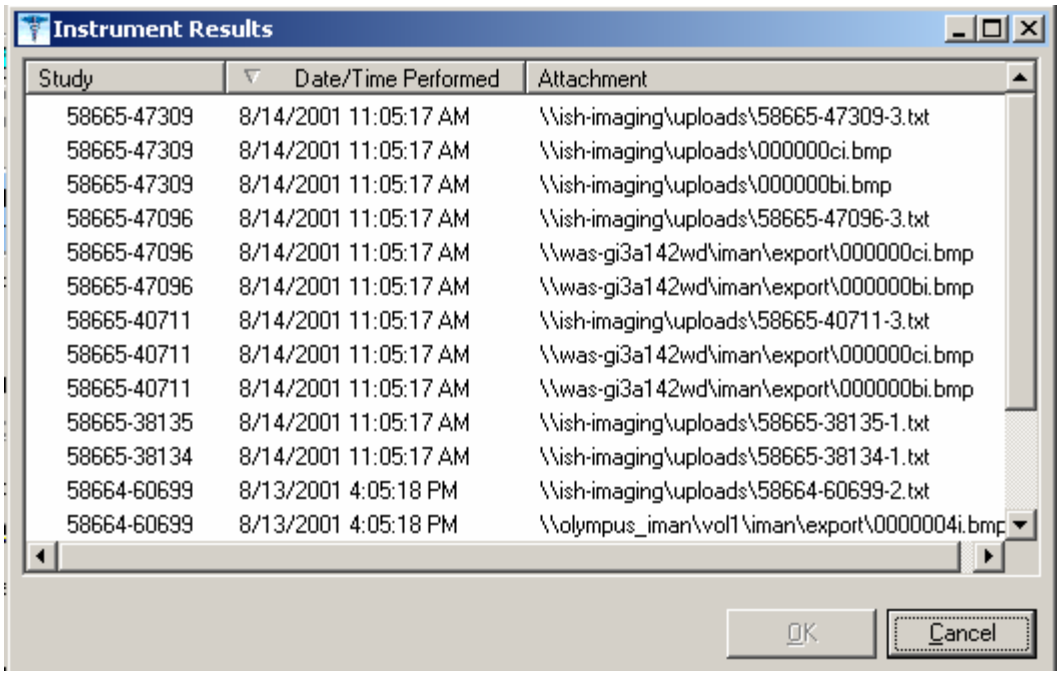


Fig. 3-12

11. From Figure 3-11, click the magnifying glass under TIU Note to view the TIU Note for that study if it is available. The magnifying glass for the TIU document is unavailable if the result has not been submitted to Vista imaging. Once the result is copied to VistA Imaging, you can view the TIU document of the study before or after the interpretation has been entered, Figure 3-13.

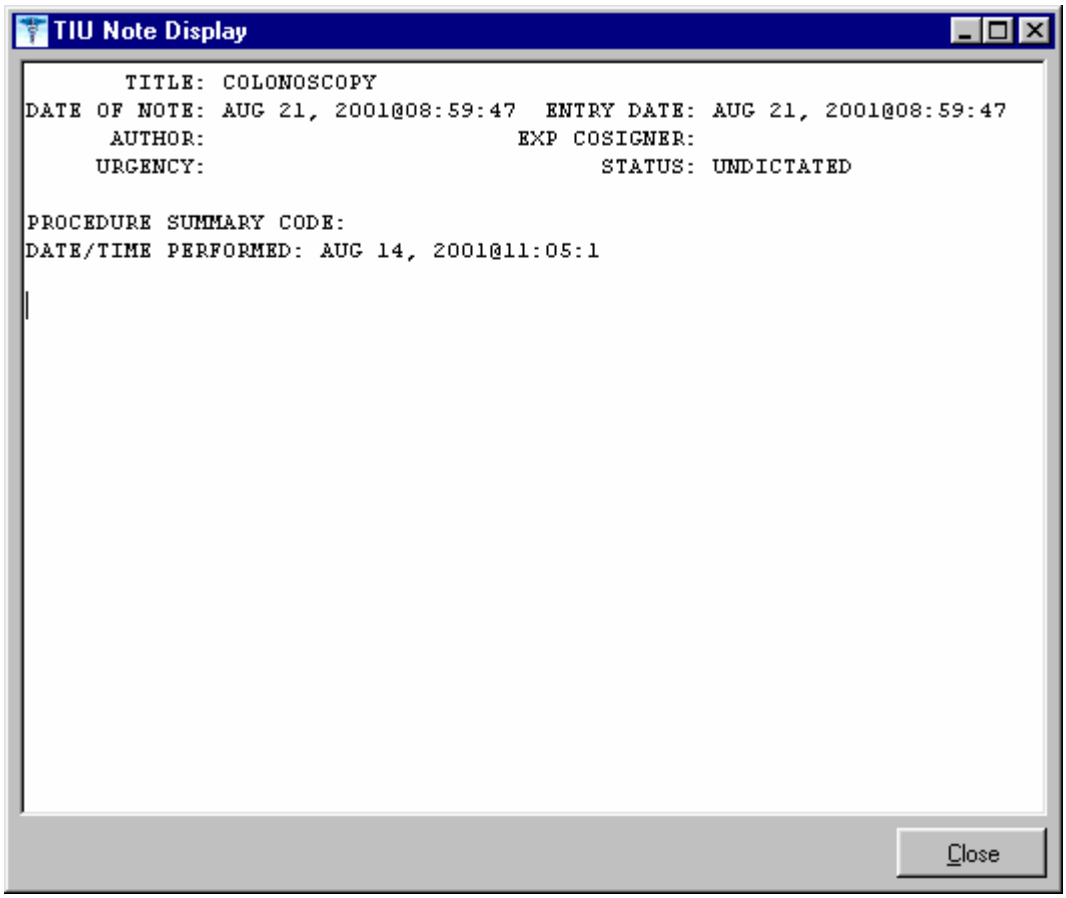


Fig. 3-13

12. From Figure 3-11, you can also click the magnifying glass under Consult to view the Consult report for that study.

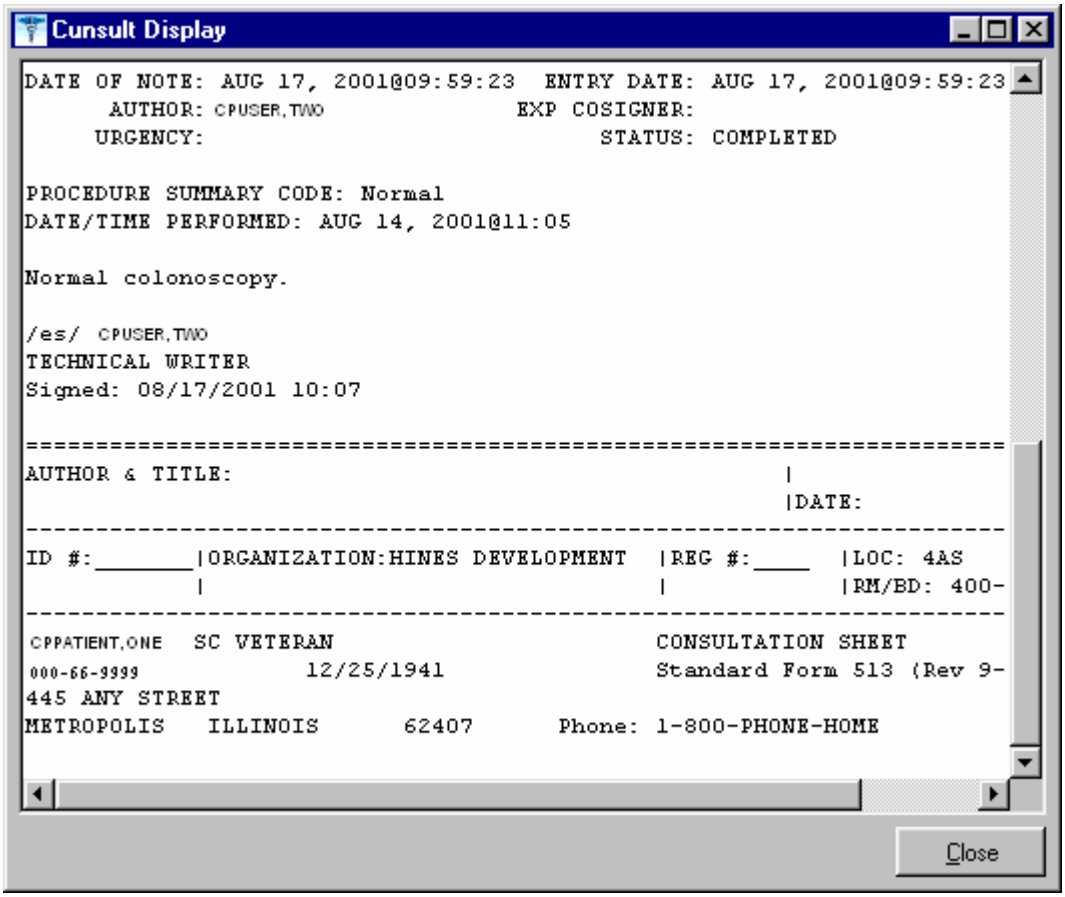


Fig. 3-14

Updating study status to correct errors

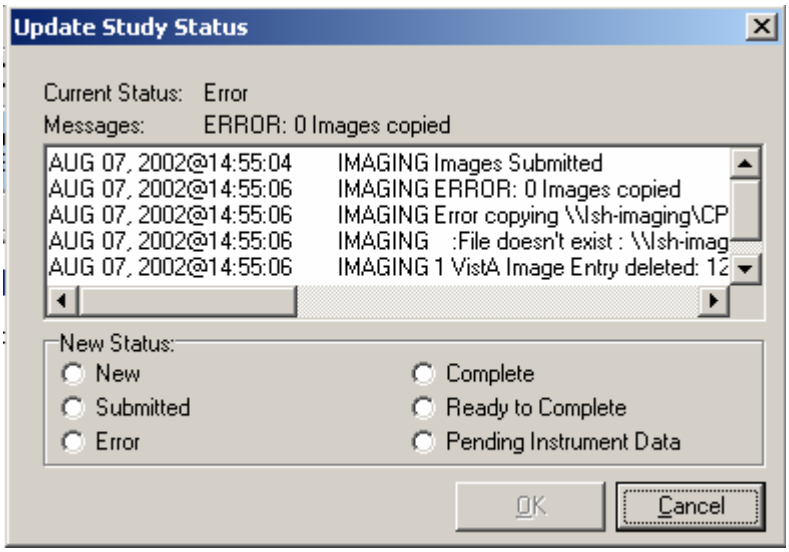
If you open a study in the Error status and have the MD MANAGER key, the Update Study Status window is displayed. You must have the MD Manager key to access the Update Study Status menu option. See your clinical application coordinator or IRM for access to Update Study Status.

You can use Update Study Status to change the status of any study. Be careful when changing the status of a study. With Update Study Status, you can force a status change of a study if a problem occurs that you cannot fix with the Open a Study option.

1. Select **File** > **Update Study Status**, Fig. 3-15.

2. Select the status you want to change and click **OK**.

3. After you change the status, choose **File** > **Open a Study** and click **Submit** to resubmit the study.


Update Study Status
Current Status: Error
Messages: ERROR: 0 Images copied
AUG 07, 2002@14:55:04 IMAGING Images Submitted
AUG 07, 2002@14:55:06 IMAGING ERROR: 0 Images copied
AUG 07, 2002@14:55:06 IMAGING Error copying \\Ish-imaging\CP
AUG 07, 2002@14:55:06 IMAGING :File doesn't exist : \\Ish-imag
AUG 07, 2002@14:55:06 IMAGING 1 VistA Image Entry deleted: 12
New Status:
New
Submitted
Error
Complete
Ready to Complete
Pending Instrument Data
OK
Cancel
Fig. 3-15